



ABSTRACT SUBMISSION GUIDELINES

Types & Structure

Abstracts should be of no more than **250 words**, abstract titles should not exceed **25 words**. Submitters can indicate whether they prefer an oral presentation or poster presentation, however the final decision will be taken by the CEORL-HNS 2019 Scientific Committee.

The structure of the abstract is:

1. Introduction (Background & Aim)
2. Material & Methods (or Case study)
3. Results
4. Conclusions
5. References (not mandatory) – *does not count for word limit*

Tips for abstracts: All abstracts will be reviewed by a panel of expert referees. For research presentations particularly, please ensure you include some data from your results. Statements such as "the results of the study will be discussed" will not be accepted.

No table, graph, pictures and videos can be uploaded in the abstract submission process.

The same presenting author is not allowed to be allocated to more than 2 abstracts.

Abstract submission start: Monday, October 1st, 2018

The link to the online abstract submission platform will be published on the website at **Monday, October 1st, 2018 at 08:00 am.**

Topics

Submitters can choose one of the following topics:

- Facial Plastics
- Head and Neck
- Salivary Gland
- Laryngology
- Phoniatics
- Otology/Neurotology
- Pediatric Otolaryngology
- Rhinology/Allergology
- Sleep Medicine
- General



Presentation mode

- Between 30-40 % of the submitted abstracts will be selected for oral presentation and are to be presented in one of the Free Paper sessions.
- The main mode of poster presentation of abstracts will be by electronic poster presentation.
- Abstract presenters may embed videos in their oral presentation or electronic poster

Timeline

Monday, October 1st, 2018	Call for abstracts
Sunday, January 13, 2019	Abstract Submission Deadline
Beginning of February 2019	Notification deadline
Wednesday, March 6, 2019	Registration deadline for abstract presenters

Disclosure

You are required to indicate whether you have received a significant financial interest, consultancy or other relationship with products, manufacturer(s) of products or providers of services or financial support related to this abstract. If yes, the conflict of interest/relationship needs to be reported in the abstract submission process.

Affirmations

The completion of the following affirmations is mandatory in order to submit your abstract:

- I understand that if this abstract is accepted, CEORL-HNS will hold the copyright.
- The Abstract Submitter warrants and represents that he/she is the sole owner or has the rights of all the information and content ('Content') provided to the 5th European Congress ORL HNS 2017 and Mondial Congress & Events (Hereafter: "The Organizers'). The publication of the abstract does not infringe any third party rights including, but not limited to, intellectual property rights.
- I understand and confirm that if this abstract is accepted, the organisers have legitimate interest to publication (e.g. Congress website, program, other promotions, etc.)
- I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published exactly as submitted.
- In case of unsuccessfully applying for oral presentation I will accept a poster presentation.
- I affirm that if this abstract is accepted as a Poster presentation, it will be submitted and presented as an e-poster following the general rules of electronic poster format preparation.



- I affirm that if this abstract is accepted for Poster or Oral presentation, at least one of the authors will register for CEORL-HNS 2019, in Brussels, BE by the given deadline (March 6, 2019).
- For experimental clinical studies and animal studies, I certify that the study has been approved by an appropriate Institutional Research Board/ Research Ethics Committee.
- This abstract contains work that is original and has not been previously published in a journal.
- I herewith confirm that the presenting author should be notified about the status of the abstract. He/she will be responsible for informing the other authors about the status of the abstract
- The Organizers reserve the right to remove from any publication an abstract which does not comply with the above.